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The Vineyard School Governing Board

Friars Stile Road, Richmond TW10 6NE

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Minutes of Resources Committee virtual meeting held on 18<sup>th</sup> November 2020 via Zoom

**Governors Present:** Melanie Bywell (MB) Chair  
Firas Ali (FA)  
James Lane (JL)  
Graham Stewart (GS)  
Ruth Whymark (RW) Head Teacher  
Alice McArdle (AMcA)

**In Attendance:** Richard Rosewell (Associate Member) (RR)  
Anna Mantle (Clerk)  
Svetlana Sanders (SS)

**Absent:** None

Meeting started at 9.15am

Item	Action
1. <b><u>Apologies for Absence</u></b> None. All governors present. The meeting was quorate throughout.	
2. <b><u>Governors' Declaration of Interests</u></b> No direct or indirect pecuniary interests were declared.	
3. <b><u>Minutes of the last meeting (7 October 2020) and matters arising</u></b> Governors agreed that the minutes of the last meeting were a true and accurate record. Hard copy to be signed and filed at school at next opportunity. Electronic version to be published on website.	
4. <b><u>Scheme of delegation for Finance Committee</u></b> There was a discussion regarding the proposed scheme of delegation with regards the authority to sign off excess spending. Governors discussed whether the proposed wording added a meaningful control mechanism in the event of overspend. RW explained that the wording with regards authorising overspend was to allow fallback for emergency purchases (e.g. a broken boiler). It was agreed to change the wording of this part of the policy. <b>SS to circulate examples from other schools' wording and to look on SchoolBus website for a template.</b>  There was a question about the inclusion of Collective Worship in the Scheme of Delegation. RW explained that it is a legal requirement to provide this.	SS to circulate proposed revised wording

5.	<p><b><u>Budget monitoring</u></b></p> <p>Out turn for end of year 2019/20 is now predicted to be £34,900 surplus due to having received two grants (pension and pay). SS explained that when the budget was set up there was no information whether this funding would be available and AfC had advised to budget without taking it into account. It will not be a separate line item next year because it will be included in the main funding.</p> <p>SS also explained where savings had been made:</p> <ul style="list-style-type: none"> <li>• Curriculum budget underspent due to no trips/swimming lessons (and these are often subsidised by the school due to income from parental contributions not matching costs)</li> <li>• School meal costs down</li> <li>• Changes in staffing costs due to reduction in number of staff on long term absence</li> <li>• New member of staff in the premises team means savings are made on ad hoc employment of previous site manager, and skillset of new member of staff has meant reduced costs for outside contractors (since he is a qualified plumber)</li> <li>• Not using agency staff. RW emphasised the value of the Wednesday afternoon planning and intervention time which has meant that they have not needed supply cover at all this year and minimised disruption to the children.</li> </ul> <p>Spend on SMSAs is over budget because the school needs extra help with supervising the playground and to release TAs to help with interventions.</p> <p>Governors asked whether this was Covid related. RR confirmed that it was partly due to Covid and the requirement to keep bubbles separate and manage transitions into and out of the hall for lunch.</p> <p>Governors asked how the school were protecting staff, particularly SMSAs, who come into contact with multiple bubbles as part of their roles. RR explained that they tried to allocate a bubble, where possible, and minimised crossover. The SMSAs wear masks and are required to social distance at all times. The school emphasises frequently the importance of adults regulating their behaviour to stop the spread of the virus.</p> <p>There was a discussion about whether it would be possible to fulfil the plan for next year which would be to recruit more trainee teachers to help cover absence. RW outlined challenges to the plan due to the withdrawal of funding to Schools Direct. Governors discussed the apprenticeship levy and RR is looking into alternatives.</p>	
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Ruth Whymark leaves the meeting at 10am.

5.	<p><b><u>Budget monitoring</u></b></p> <p>There was a discussion about the number of children in ASC on Wednesday afternoons and the number of SMSAs required to provide cover until Koosa Kids take over at 2.45pm.</p> <p>There was a discussion about carrying forward the surplus. SS explained that it is possible to carry forward a % to next year and there is a deficit of £50K projected for following year, so it is needed to help cover that. The school will lose £85K in funding due to reduced pupil numbers.</p>	
6.	<p><b><u>Health and Safety</u></b></p> <p>The latest Covid risk assessment was circulated with the papers for review in advance. SS updated governors that the school's Health and Safety Officer sends through updates every time the guidance changes and explained the process of reviewing the updates and applying them to the schools' context.</p>	

	<p>JL to organise a meeting with the Site Manager to go through a full review of the risk assessment, and to check that other statutory checks have been completed. Report to be reviewed at the next meeting. SS suggested this should also include an operational risk review and an overview of the new playground installation.</p> <p>RR updated governors that DAC Beechcroft (LA and school insurers) were getting in touch with staff to interview them with regards to the accident in 2018. None of them had had concerns and they were happy to speak to them.</p>	JL to organise meeting.
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7.	<p><b><u>Policies</u></b></p> <p><b><u>Health &amp; Safety Policy</u></b> Governors asked whether food hygiene should be covered under this policy. It was agreed that the medical policy contained protocols for preventing and dealing with allergies and that a link to it should be put into this policy. Governors agreed the policy. Dated: 18 November 2020 Review: Annual</p> <p><b><u>Charging &amp; Remissions Policy</u></b> Detail about school trip cancellation has been added. It was agreed that the policy should make it clear that trips might not go ahead if the school did not receive sufficient funds to cover them (particularly in light of the reduction in the grant received from Richmond Parish Lands which will not cover costs for PPG children this year). It was also agreed that the school fund could be used to assist with covering costs for PPG children, if sufficient funds are available.</p>	<p>SS</p> <p>SS to update wording</p>
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10.35am James Lane and Alice McArdle leave.

7.	<p><b><u>Policies</u></b></p> <p><b><u>Charging &amp; Remissions Policy</u></b> It was agreed that decisions regarding refunds would be the responsibility of the Head Teacher. Governors agreed the policy with these changes. Dated: 18 November 2020 Review: Three Years</p>	
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8.	<p><b><u>Any Other Business</u></b> Governors thanked SS for the Staff Absence data. They commented that it is useful to review these numbers, particularly when reviewing the Staff Absence Scheme. It was agreed that they would review these numbers on a regular, annual basis. Any questions to be sent to SS.</p>	
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Meeting concluded 10.45

**Date of next meeting: 27 January 2021**

**Professional Negligence Statement:** Advice given by governors at The Vineyard School is incidental to their professional expertise and is not being given in their professional capacity.

**Confidentiality Statement:** Governors should respect the confidence of those items of business which the Governing Body decides and not disclose what individual governors have said or how they have voted within a meeting.

Signed: .....

Dated: .....

Name: ..... Chair of Resources Committee

**Summary of action points:**

Action point	Responsibility
Scheme of delegation – SS to provide revised wording	SS
Health and Safety Walkabout	JL
Update Charging and Remissions wording	SS
Include link to medical policy from Health & Safety Policy	SS